

OBTAINING EMERGENT THEATRICAL PERMITS

DIRECTIONS

1. The production company must fill out and fax back to the NJ Motion Picture and Television Commission the Theatrical Production Application. The Commission's **fax** number is **973-648-7350**. The Commission's **telephone** number is **973-648-6279**. Applicants can disregard the sections related to getting formal permits, and only fill out the sections relevant to the requirements for obtaining an Emergent Theatrical Permit.
2. The production company must fax the Commission a signed letter, on the company's official letterhead, containing the following information:
 1. Name of production
 2. Date of shoot
 3. Location of shoot, including exact address of location
 4. Exact hours of shoot
 5. A very brief description of the action involving the minors
 6. A statement that reads "no unusual or extraordinary safety hazards will exist on the set"
3. Attached to the letter should be a sheet of information about the minors involved in the production, including the following information about each minor:
 1. Name of minor
 2. Names of minor's parents
 3. Address of minor
 4. Phone number of minor's parents
 5. Name of school minor is attending
 6. Birth date of minor
 7. Age of minor
 8. Name of school minor attends (only if working on school days)

Guardians of children under the age of eight will be required to submit a doctor's note stating that the child is in good health and/or has been given and passed a visual acuity test, if practicable. For questions regarding this process, please contact the commission staff.

The information will be submitted to the New Jersey Department of Labor by the Motion Picture and Television Commission in a timely manner. Within one to two days, the production company will receive a letter of permission from the Department of Labor permitting the use of the minors, provided that all requirements are met. The letter should be kept on the set at all times. A field representative from the Department of Labor may, at any time, visit a set where minors are present. The production company must, in such instances, show the letter of permission to the field representative.

2.

PLEASE NOTE THAT EMERGENT THEATRICAL PERMITS ARE ISSUED ONLY WHEN MINORS ARE WORKING FOR NO MORE THAN TWO DAYS EACH. ALSO, THE DEPARTMENT OF LABOR REQUESTS THAT APPLICATION MATERIALS ARE SUBMITTED AT LEAST TWO WORKING DAYS PRIOR TO THE FIRST SHOOT DAY TO GUARENTEE THE PERMIT. PLEASE MAKE EVERY EFFORT TO SUBMIT, AT THE VERY LEAST, THE LOCATION AND TIME OF AN EMERGENT PERMIT REQUEST WITHIN THIS PERIOD. IT IS THE PRODUCER'S RESPONSIBILITY TO CONFIRM ALL EMAIL AND FAX TRANSMOTIONS SENT TO THE MOTION PICTURE AND TELEVISION COMMISSION.